

Lucy Flores Mendez

From: Silas Halloran-Steiner
Sent: Friday, January 29, 2016 10:48 AM
To: Mary Starrett; Laura Tschabold
Cc: Lucy Flores Mendez; Blanca Marquez; Margaret Jarmer; Christina Malae
Subject: Board Consideration: Create petty cash account for Newberg Office

Hi Mary and Laura,

I would like to request the Board's consideration to create a petty cash account in the amount of \$50 for our Newberg office. If approved, this will be set up in account 016-000-112.76. HHS has increased the number of services provided to our Newberg community members and has experienced a correlating increase in the number of clients paying for services. The creation of this account will allow our staff to assist these clients more efficiently and effectively.

Please let me know if you have questions.

Lucy, please place this on next week's Board agenda.

Thanks,

Silas Halloran-Steiner
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Our Vision: People in Yamhill County live, work, learn, and play in safe communities that support wellness and dignity.

Our Mission: To promote the public's physical, emotional and social well-being through services, prevention, education, and partnerships.

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Board of Commissioners on
2-4-16 by Board Order
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